

## **SPECIMEN**

**General Certificate of Secondary Education** 

A265

Time: 1 hour 30 minutes

#### **Business and Communication Systems**

Unit A265: Businesses and their communication

systems

Number

Specimen Paper

Candidates answer on the question paper.

Additional materials: None

Candidate	Candidate
Forename	Surname
Centre	Candidate

Number

#### **INSTRUCTIONS TO CANDIDATES**

- Write your name in capital letters, your Centre Number and Candidate Number in the boxes above.
- Use black ink. Pencil may be used for graphs and diagrams only.
- Read each answer carefully and make sure you know what you have to do before starting your answer.
- Answer all the questions.
- Do not write in the bar codes.
- Do not write outside the box bordering each page.
- Write your answer to each question in the space provided.

#### INFORMATION FOR CANDIDATES

- The number of marks for each question is given in brackets [] at the end of each question or part question.
- Your Quality of Written Communication is assessed in questions marked with an asterisk (\*).
- The total number of marks for this paper is 90.

FOR EXAMINER'S USE		
1		
2		
3		
4		
5		
6		
TOTAL		

This document consists of 14 printed pages and 2 blank pages.

[Turn over

#### Answer **all** questions.

Ascobury Stores Limited owns a number of supermarkets in the UK. You work as an administrative assistant in its head office in Coventry.

1		staff who regularly use the Ascobury Stores Limited head office computer network are given sername and password.
	(a)	State <b>one</b> reason why staff are given a username.
		[1]
	(b)	Apart from usernames and passwords, state <b>two</b> other methods which could be used to restrict access to the head office computer network.
		Method 1:
		Method 2:
	(c)	Staff are required to change their password every two weeks.
		Explain why it is important to change a password frequently.
		[3]

(d)		n Smith, a head office administrative assistant, writes down his username and password is diary.
	Is it	a good idea to store information in this way? Give reasons for your answer.
		<u></u>
		[4]
(e)		ne head office staff are required to spend a considerable amount of time working away in the office. These staff are issued with a laptop computer and a smartphone.
	(i)	Apart from telephone capability, state <b>two</b> other features of a smartphone which makes it suitable for staff to use when working away from the head office.
		Feature 1:
		Feature 2:
		[2]
	(ii)	Explain why an employer such as Ascobury Stores Limited might issue laptop computers to staff who work away from the head office.
		[3]
		[Total: 15]
		[10tal. 10]

2	All	computers on the head office network are equipped with hardware and software.
	(a)	State <b>one</b> output device used to view the contents of a computer document while it is being edited.
		F41
	<i>(</i> 1.)	[1]
	(b)	Simon Jones, an administrative assistant, is unable to use his hands to enter text using a keyboard.
		State <b>one</b> item of hardware or software which Simon could use to input text into a document.
		[1]
	(c)	Staff who work away from the head office are given a USB memory device such as the one below.
		(i) Explain one reason why a business such as Ascobury Stores Limited might provide
		staff with a USB memory device.
		ro.
		[3]
		(ii) State <b>two</b> possible drawbacks to a business such as Ascobury Stores Limited of providing staff with a USB memory device.
		Drawback 1:
		Drawback 2:
		[2]

	(iii)	State <b>two</b> other types of data stora provide to staff.	age device which Ascobury Stores Limited could
		Storage device 1:	
		Storage device 2:	
(d)			like to install software to restrict the risk of damage nternet activity.
	Mat		at it is designed to counteract, by writing the name
		Anti-spyware software	
		Anti-spam software	
		Anti-adware software	
		Type of threat	Appropriate software
		Unwanted advertisements which	
	i	suddenly appear on the user's	
		screen	
		Unwanted software which	
	ii	secretly monitors a user's	
		computer activity	
			[2]
(e)	hea		anager makes a back-up copy of the data on the ta is then uploaded to a remote storage location on
			the head office computer data? Give reasons for
		answer.	
			[4]
	•••••		[7]

[Total: 15]

**3 (a)** Part of a memorandum to be sent to staff who work at the head office of Ascobury Stores Limited is shown below.

The text of the memorandum contains four errors. One error has already been circled. Circle the **three** remaining errors in the memorandum.

This is to inform you that from next month we will be using a new version of our currant database softwear. We will be giving traning on this new software and will contact you next week to find a conveinent time for this. Please liaise with Sheena Morgan if you have any queries.

[3]

(b) (i) Ascobury Stores Limited only keeps electronic copies of letters sent.

Explain two benefits to Ascobury Stores Limited of only keeping electronic copies of documents.

Benefit 1:

Benefit 2:

[4]

(b) (ii) Explain one drawback to Ascobury Stores Limited of only keeping electronic copies of documents.

(c)	Ascobury Stores Limited has a policy that all letters are checked for errors before they are sent.
	Assess the usefulness of this policy to a business such as Ascobury Stores Limited.
	[6]
	[Total: 15]

4	Ascobury	Stores Limited is	required to comply	y with the following acts:
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- Disability Discrimination Act
- Sale of Goods Act
- Employment Act
- Health and Safety at Work Act
- (a) For each of the following requirements, state which act is being applied. Write your answers in the table.

Requirement	Act
Products sold must be as described on	
their packaging	
An accident book must be kept	
Disabled employees must be provided	
with adapted work facilities	

[3]

**(b)** An Ascobury Stores Limited manager wants to collect personal information from customers. This activity is covered by the Data Protection Act.

Tick the **two** statements below which are correct requirements if the supermarket is to operate within the terms of the Data Protection Act.

Statement	Tick if correct
Each customer must agree to have data collected	
The supermarket has the right to sell the data to anyone outside the European Union	
The data must be kept up to date	
Once collected, the data must be stored for a minimum of five years	
It is the responsibility of the customer to make sure the data is accurate	

Γ2	1	

[1]

(c)	Ascobury Stores Limited	d would like to obtain	information from a	local council	to help u	nderstand
	why it has refused perm	ission for the busines	ss to build a new s	upermarket.	•	

Λ.	+
	ι

(d)	Explain how the Computer Misuse Act helps to protect <b>customer</b> data.
	[3]
(e)*	Assess the impact on business organisations such as Ascobury Stores Limited of complying with health and safety legislation.
	[6]
	[Total: 15]

5 (a) Study the newspaper article below and answer the questions which follow.

### Supermarket to sponsor local football team

Ascobury Stores Limited is opening a new supermarket in the town of Abbeyton. It is also going to sponsor the town's football team. The deal is expected to cost the supermarket around £15,000 a year. As part of the sponsorship deal the facilities at the team's football ground will be improved and the ground will be renamed the Ascobury Stadium.

(i)	Explain <b>one</b> benefit to the <b>local community</b> of this sponsorship deal.
	[2]
(ii)	Explain <b>one</b> benefit to <b>Ascobury Stores Limited</b> of this sponsorship deal.
	[2]
iii)	Explain <b>one</b> drawback to <b>supermarket customers</b> of this sponsorship deal.
	[7]
	[2]

**(b)** Study the newspaper article below and answer the questions which follow.

## Supermarket in new drive to eliminate waste

Ascobury Stores Limited announced yesterday a list of new actions it will take in an attempt to reduce its impact on the environment. A spokesperson said that the measures will reduce the amount of Ascobury Stores Limited's waste by over 20%.

(i)	State <b>three</b> actions which <b>Ascobury Stores Limited</b> could take to reduce the amount of waste it creates.
	Action 1:
	Action 2:
	Action 3:
(ii)	Assess the impact on a business such as Ascobury Stores Limited of taking action to reduce its impact on the environment.
	[6]

[Total: 15]

- **6** Ascobury Stores Limited works hard to have good relationships with its customers and be more competitive than other supermarket chains.
  - (a) Study the following data and answer the questions which follow.

Year	Ascobury Stores Limited: % share of the grocery market
2003	8%
2004	10%
2005	11%
2006	13%
2007	17%
2008	25%

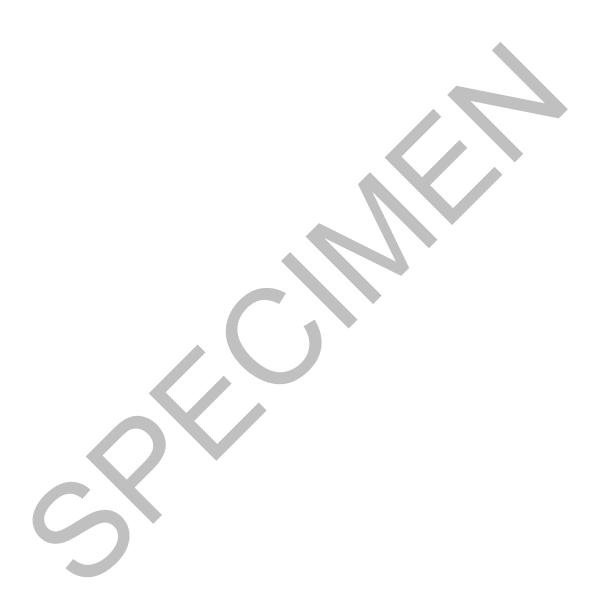
	(1)	is Ascobury Stores Limited becoming more or less competitive? Explain your answer.
		[3]
	(ii)	State <b>three</b> actions a business such as a supermarket can take to be more competitive than its rivals.
		Action 1:
		Action 2:
		Action 3:
		[3]
b)	Asc	obury Stores Limited would like to find out about the quality of its customer service.
	Sta	e three methods which Ascobury Stores Limited can use to obtain this information.
	Met	hod 1:
	Met	hod 2:
		hod 3:
	iviet	
		[3]

(c)

Analyse two benefits to Ascobury Stores Limited of having good customer relations.
Benefit 1:
Benefit 2:
[6]
[Total: 15]
[Paper Total: 90]







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## **OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

**General Certificate of Secondary Education** 

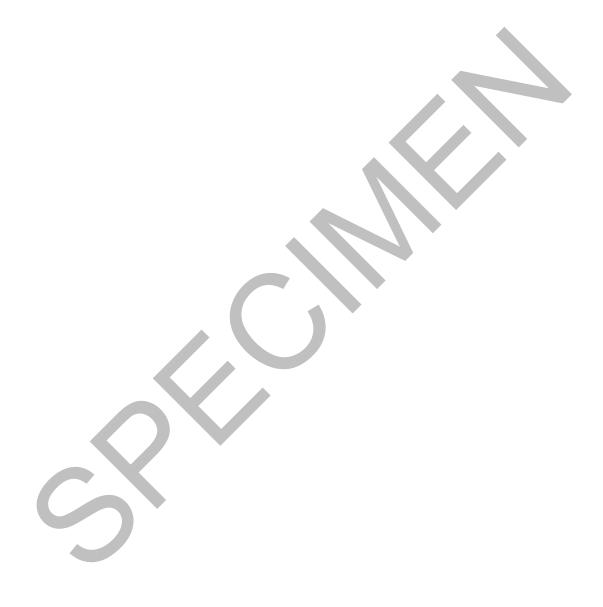
# BUSINESS AND COMMUNICATION SYSTEMS

A265

Unit A265: Businesses and their communication systems

**Specimen Mark Scheme** 

The maximum mark for this paper is 90.



Question Number	Answer	Max Mark
1(a)	All staff who regularly use the Ascobury Stores Limited head office computer network are given a username and password.  State one reason why staff are given a username.  Possible reasons:  To restrict access  To identify users  mark for a valid reason.	[1]
1(b)	Apart from usernames and passwords, state two other methods which could be used to restrict access to the head office computer network.  Possible methods:  Locked doors  Access rights  Firewalls  mark for each of two valid methods.	[2]
1(c)	Staff are required to change their password every two weeks.  Explain why it is important to change a password frequently.  Possible reasons:  In case the password is discovered unauthorised users will only have access for a limited period of time  Helping to reduce unauthorised access to the network  mark for a valid reason plus up to two marks for development	[3]
1(d)	John Smith, a head office administrative assistant, writes down his username and password in his diary. Is it a good idea to store information in this way? Give reasons for your answer.  Possible benefits:  No need to remember the information  Can look up information if forgotten  Possible drawbacks:  Could be read by unauthorised people  Could be used to gain unauthorised access  Possible improvements:  Memorise it  Write it down in such a way as to make it meaningless to other readers  marks – no response or no response worthy of credit.  Level 1 (1-2 marks):  Benefits or drawbacks identified and/or limited description/application.	

Question Number	Answer	Max Mark
	Level 2 (3-4 marks): Analysis/evaluation: Benefits or drawbacks are analysed and/or suggestions for improvement are made.	[4]
1(e)	Some head office staff are required to spend a considerable amount of time working away from the office. These staff are issued with a laptop computer and a smartphone.	
(i)	Apart from telephone capability, state two other features of a smartphone which makes it suitable for staff to use when working away from the head office.	
	Features include:  • Diary	
	Word processing facilities	
	<ul> <li>Handwriting recognition/tablet input</li> <li>Internet/email access</li> </ul>	
	Do not reward non work-related functions, e.g. games/camera/music player	
	1 mark for each of two relevant functions.	[2]
1(e)(ii)	Explain why an employer such as Ascobury Stores Limited might issue laptop computers to staff who work away from the head office.  Possible reasons include:	
	<ul> <li>To carry out work related tasks e.g. word processing costing etc.</li> <li>To improve efficiency/productivity</li> </ul>	
	To be able to work from home	
	1 mark for a valid reason plus up to 2 marks for development/explanation.	[3]
2	All computers on the head office network are equipped with	
2	hardware and software.	
(a)	State one output device used to view the contents of a computer	
	document while it is being edited.  Monitor/VDU	
	DNA printer	
	1 mark for a valid output device.	[1]

Question Number	Answer	Max Mark
2(b)	Simon Jones, an administrative assistant, is unable to use his hands to enter text using a keyboard.  State one item of hardware or software which Simon could use to input text into a document.  Possible input methods include:	
	Voice recognition system	
	Head/mouthstick keyboard	
	1 mark for a valid input method.	[1]
2(c)	Staff who work away from the head office are given a USB memory device such as the one below.	
(i)	Explain <u>one</u> reason why a business such as Ascobury Stores Limited might provide staff with a USB memory device.	
	Possible reasons include:	
	Data transfer	
	To facilitate remote working	
	<ul><li>To take programs home</li><li>Fringe benefit</li></ul>	
	1 mark for a valid reason plus up to two marks for development/explanantion.	[3]
2(c)(ii)	State <u>two</u> possible drawbacks to a business such as Ascobury Stores Limited of providing staff with a USB memory device.	
	Possible drawbacks include:	
	Loss of data	
	Corruption of data	
	Virus transmission	
	1 mark for each of two valid drawbacks.	[2]
2(c)(iii)	State <u>two</u> other types of data storage device which Ascobury Stores Limited could provide to staff.	
	Possible storage devices:	
	• CD/R/RW	
	Flash drive	
	External hard drive	
	1 mark for each of two correct storage devices	[2]

Question Number	Answer	Max Mark
2(d)	The head office network manager would like to install software to restrict the risk of damage to the head office network as a result of Internet activity.  Match the following software to the threat it is designed to counteract, by writing the name of the appropriate software in the correct box.	
	i. Anti-adware	
	ii. Anti-spyware	F01
	1 mark for each correct answer	[2]
2(e)	Every Friday the head office network manager makes a back-up copy of the data on the head office network. The unencrypted data is then uploaded to a remote storage location on the Internet. How useful is this method of backing up the head office computer data? Give reasons for your answer.	
	Possible benefits:	
	Remote storage	
	Regular weekly back-up	
	Possible drawbacks:	
	Back-up only once a week	
	Data may be 'captured' whilst being transferred across the internet	
	Reliance on the security systems of the remote host	
	Possible improvements:  • Data encryption	
	Use a local hard storage media	
	0 marks – no response or no response worthy of credit.	
	Level 1 (1-2 marks):	
	Benefits or drawbacks identified and/or limited description/application.	
	Level 2 (3-4 marks):	
	Analysis/evaluation: Benefits and drawbacks are analysed and/or suggestions for improvement are made.	[4]
	ouggestions for improvement are made.	ן ניין

3(a) Part of a memorandum to be sent to staff who work at office of Ascobury Stores Limited is shown below.  The text of the memorandum contains four errors. One already been circled. Circle the three remaining errors memorandum.	e error has
This is to inform you that from next month we	will
be using a new version of our currant databate	se
softwear. We will be giving traning on this ne	W
software and will contact you next week to fir	nd a
conveinent time for this. Please liaise with Sh	eena
Morgan if you have any queries.	
Errors are:	
softwear instead of software	
<ul> <li>conveinent instead of convenient</li> </ul>	
currant instead of current	
1 mark for each of three correctly circled items.	
DNA if circles are ambiguous, e.g. two or more complete wincluded inside a circle.	ords are [3]
3(b)(i) Ascobury Stores Limited only keeps electronic copies	of letters
Explain two benefits to Ascobury Stores Limited of on electronic copies of documents	ly keeping
Benefits include:	
Takes less space than paper copies	
Easier to edit files to create new documents	
Easier to create back-up copies	
Can be accessed by multiple users	
1 mark for each of two valid benefits to the business plus a	
for each of two developments/explanations.	[4]

Question Number	Answer	Max Mark
3(b)(ii)	Explain one drawback to Ascobury Stores Limited of only keeping electronic copies of documents.	
	Drawbacks include:	
	Need to ensure security of electronic data	
	Need for back-up data	
	Consequences of data loss	
	1 mark for a valid drawback to the <b>business</b> plus 1 mark for development/explanation.	[2]
3(c)	Ascobury Stores Limited has a policy that all letters are checked for errors before they are sent.	
	Assess the usefulness of this policy to a business such as Ascobury Stores Limited.	
	Possible benefits:	
	<ul> <li>less chance of messages containing errors (spelling, grammar, facts etc.) being sent</li> </ul>	
	improved corporate image	
	Managers/supervisors know about all items of correspondence	
	Possible drawbacks:	
	time taken to read all communications	
	<ul> <li>managers/supervisors have less time to do other things (or more staff needed)</li> </ul>	
	<ul> <li>may slow down the response time to incoming communications: worsening corporate image</li> </ul>	
	0 marks – no response or no response worthy of credit.	
	Level 1 (1-2 marks): Relevant points identified/described.	
	Level 2 (3-4 marks): Relevant points analysed, e.g. by explaining the benefits/drawbacks.	
	Level 3 (5-6 marks): Relevant points evaluated, e.g. by summarising the overall <b>business</b> impact.	[6]

Question Number	Answer			
4 (a)	Ascobury Stores Limited is required to comply with the following acts:  Disability Discrimination Act Sale of Goods Act Employment Act Health and Safety at Work Act For each of the following requirement, state which act is being applied. Write your answers in the table.			
	Requirement Products sold must be as described on their packaging An accident book must be kept  Disabled employees must be provided with adapted work facilities  Answers (in correct order):  Sale of Goods Act Health and Safety at Work Act			
	<ul> <li>Disability Discrimination Act</li> <li>1 mark for each of three correctly identified Acts.</li> </ul>	[3]		
4(b)	An Ascobury Stores Limited manager wants to collect personal information from customers. This activity is covered by the Data Protection Act.  Tick the two statements below which are correct requirements if the supermarket is to operate within the terms of the Data Protection Act.  The two correct statements are:  • Each customer must agree to have data collected  • The data must be kept up to date			
4(c)	1 mark for each of two correct answers.  Ascobury Stores Limited would like to obtain information from a local council to help understand why it has refused permission for the business to build a new supermarket.  Name the law which entitles Ascobury Stores Limited to ask for this information.			
	Freedom of Information (Act)  1 mark for the correct answer.	[1]		

Question Number	Δηςνιστ				
4(d)	Explain how the Computer Misuse Act helps to protect customer data.  Possible answers:  • Makes it illegal to use data for unauthorised purposes  • unauthorised users of data face fines  •or imprisonment  So people are less likely to misuse personal data  1 mark for a valid reason and up to two marks for development/explanation	[3]			
4(e)*	Assess the impact on business organisations such as Ascobury Stores Limited of complying with health and safety legislation.  Possible impact:  Need for compliance actions, e.g.  Keeping an accident book  Providing safe equipment  Providing healthy working practices  Make staff aware of rights/responsibilities  Fines/imprisonment/bad publicity if laws broken  Overall business impact:  May need to employ staff to implement the legislation  May increase costs/reduce profits  Answers must relate to the impact on the business.  marks – no response or no response worthy of credit.  Level 1 (1-2 marks): Relevant points identified/described with limited written communication.				
	Level 2 (3-4 marks): Relevant points analysed, e.g. by describing the impact, with adequate written communication.  Level 3 (5-6 marks): Relevant points evaluated, e.g. by an assessment of the overall business impact, with good written communication.	[6]			
5(a)	Study the newspaper article below and answer the questions which follow.				
(i)	<ul> <li>Explain one benefit to the local community of this sponsorship deal.</li> <li>Possible benefits include:</li> <li>Better football team</li> <li>Improved local facilities</li> <li>1 mark for a valid benefit to the local community plus 1 mark for development/explanation.</li> </ul>	[2]			

Question Number	Answer			
(ii)	Explain one benefit to Ascobury Stores Limited of this sponsorship deal.			
	Possible benefits include:			
	Advertising			
	Improved standing in local community			
	1 mark for a valid benefit to the <b>business</b> plus 1 mark for development/explanation.	[2]		
(iii)	Explain one drawback to supermarket customers of this sponsorship deal.			
	Possible drawbacks include:			
	Cost of sponsorship results in higher prices			
	<ul> <li>Supermarket may not be able to afford other improvements e.g. to the store</li> </ul>			
	1 mark for a valid drawback to the <b>customers</b> plus 1 mark for development/explanation.	[2]		
5(b)	Study the newspaper article below and answer the questions which follow.			
(i)	State <u>three</u> actions which Ascobury Stores Limited could take to reduce the amount of waste it creates.			
	Possible actions include:			
	Use less packaging			
	Recycle more			
	Use recyclable bags			
	Stop issuing plastic bags to customers			
	Reward other valid actions.			
	1 mark for each of three valid actions.	[3]		
(ii)	Assess the impact on a business such as Ascobury Stores Limited of taking action to reduce its impact on the environment.			
	Possible impact includes:			
	Cost of recycling			
	Need to have recycling bins			
	Some customers may not like not being given plastic bags			
	Increased business costs			
	Positive impact on customers of the action			
	Impact on profits (either up or down, depending on the overall impact)			
	0 marks – no response or no response worthy of credit.			
	Level 1 (1-2 marks): Relevant points identified/described.  Level 2 (3-4 marks): Relevant points analysed, e.g. by describing the impact.			
	Level 3 (5-6 marks): Relevant points evaluated, e.g. by an assessment of the overall business impact.	[6]		

Question Number	Answer			
6	Ascobury Stores Limited works hard to have good relationships with its customers and be more competitive than other supermarket chains.			
(a)	Study the following data and answer the questions which follow.			
(i)	Is Ascobury Stores Limited becoming more or less competitive? Explain your answer.			
	More competitive. Reasons include:  Market share is increasing So sales are probably increasing So the business is selling more than its competitors Reward other valid reasons. One mark for each of three valid reasons, but also award marks for developed points, e.g. for explaining what the data means or what it signifies.	[3]		
	signifies.	[9]		
(ii)	State three actions a business such as a supermarket can take to be more competitive than its rivals.			
	Possible actions:			
	Lower prices			
	Better products			
	Greater range of products			
	More convenient location			
	More convenient opening times			
	Reward other valid actions.			
	One mark for each of three valid actions.	[3]		
6(b)	Ascobury Stores Limited would like to find out about the quality of its customer service.			
	State three methods which Ascobury Stores Limited can use to obtain this information.			
	Possible methods:			
	Questionnaires			
	Interviews			
	Focus groups			
	Secret shopper surveys			
	Observe staff interacting with customers			
	Reward other valid methods.			
	One mark for each of three valid methods.	[3]		

Question Number	Answer			
6(c)	Analyse <u>two</u> benefits to Ascobury Stores Limited of having good customer relations.			
	Possible benefits include:			
	More competitive than its rivals			
	More customers			
	Customers return to the store (repeat business)			
	Increased income/profits			
	Reward other valid benefits to the business.			
	1 mark for each of two valid benefits to the business plus up to four marks for analysis (could all be awarded for the explanation of a single point).	[6]		
	Paper Total	[90]		

## Assessment Objectives Grid (includes QWC\*)

Question	AO1 marks	AO2 marks	AO3 marks	Total
1	5	4	6	15
2	5	8	2	15
3	1	7	7	15
4*	8	3	4	15
5	8	3	4	15
6	8	3	4	15
	35	28	27	90